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Republic of the Philippines
Department of Education
Region 1

SCHOOLS DIVISION OF CITY OF SAN FERNANDO (LA UNION)

OFFICE MEMORANDUM

OM No. 014, s. 2025

JAN 07 2025

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Section Heads
All Others Concerned

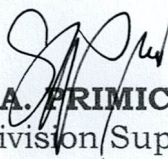
FROM: OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

SUBJECT: WORKPLACE OPTIMIZATION THROUGH 5S PRINCIPLES

Date: January 6, 2025

PARTICULARS

1. In reference to Republic Act 11058, known as an Act Strengthening Compliance with Occupational Safety and Health Standards, a safe and healthful workplace for all working people shall be ensured by affording them full protection against all hazards in their work environment.
2. To promote cleanliness and orderliness within the Schools Division of City of San Fernando, all personnel in the division office are required to implement the 5S principles (Sort, Set in Order, Shine, Standardize, and Sustain) in their respective workspaces.
3. Strict compliance and **immediate** dissemination of this Memorandum is desired.


SHEILA MARIE A. PRIMICIAS, CESO VI
OIC- Schools Division Superintendent



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"Sa Matatag na Panunatnan, Serbisyong Tapat Maaasahan"

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